

LABOR RELATIONS REPRESENTATIVE

PURPOSE: Under general supervision of the Director of Administrative Accountability, the person in this position helps the district to achieve its goals and mission by providing support and assistance to district administrators and supervisors concerning all aspects of personnel matters, including participating in grievance procedures, discipline, and evaluation.

ESSENTIAL FUNCTIONS:

- Advises administrators in interpreting labor contracts, laws, and regulations, and assists them in resolving the labor relations problems they face on a day-to-day basis.
- Processes second step grievances, including investigating the facts, acting as spokesperson at grievance meetings, interpreting various contracts, drafting dispositions, and directing implementation of dispositions.
- Meets with union representatives to discuss and/or negotiate the resolutions of labor relations matters that occur during the term of a collective bargaining agreement.
- Prepares and presents labor relations in-service courses; represents the department at Board and committee meetings; assists in classification and organizational studies by resolving problems associated with labor contract implications.
- Assists in negotiations by serving on bargaining teams for various bargaining units, including collecting and reviewing data.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS:

1. Three years of significant labor relations experience, preferably involving public employee labor relations.
2. Master's Degree in Labor/Industrial Relations, Human Resources, Personnel Management, or related field from an accredited college. Law Degree from a law school accredited by the American Bar Association preferred.

NOTE: *Equivalent combinations of education and experience may be considered.*

3. Residence in the City of Milwaukee within one year of appointment and throughout employment.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge of grievance procedures and grievance arbitration processes and procedures.
- Knowledge of labor law and employment and labor relations and activities and processes.
- Knowledge of labor relations research techniques and resource materials.
- Ability to read and interpret job-related material.
- Oral communication and negotiation skills.
- Presentation, training, and facilitation skills.
- Analytical, problem-solving, and critical thinking skills.
- Skill in data and information analysis and interpretation.
- Skill in conducting investigations.
- Ability to exercise sound judgment in making decisions.
- Ability to build and maintain cooperative working relationships with all levels of staff, union representatives, management, and the public.
- Ability to write technical reports, business correspondence, and procedure manuals.
- Skill in using spreadsheet, word processing, and database applications, as well as the Internet.
- Planning, organizational, and time management skills.
- Ability to work under pressure and adapt quickly to unanticipated changes.
- Ability to maintain confidentiality.

THE CURRENT ANNUAL SALARY RANGE: \$65,176 to \$94,509 annually with excellent benefits